

Trustees' Annual Report for the period	
Period start date	Period end date
01 January 2025	31 December 2025

Section A: Reference and administration details

Branch Name	RAFA Hartlepool		
Other names / number Branch is known by	Branch No. 0637		
Registered charity number (if any)	231584		
Branch's principal address	100 Marine Drive		
	Hartlepool		
	Postcode	TS24 0DT	

Names of the Branch charity trustees who manage the charity (generally known as the Branch Committee) (Please include all trustees for the Branch including custodian trustees in relation to branch property) *(Note: Details required are for the period 1 Jan – 31 Dec 25 only)*

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Mr S G Davis	Chair/Membership	AGM 12 th February 2025
2	Mr I Fraser	Secretary	AGM 12 th February 2025
3	Mr D Stacey	Treasurer/Welfare	AGM 12 th February 2025
4	Mr P Rodway	Vice Chairman/Publicity	AGM 12 th February 2025
5	Mr D Gillespie	Branch Standard Bearer	AGM 12 th February 2025
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Section B: Structure, governance and management

Description of the branch's trusts

Type of governing document (e.g. trust deed, constitution)	Royal Charter, Rules, Byelaws, Area and Branch Regulations of the Royal Air Forces Association.
How the Branch charity is constituted (e.g. trust, association, company)	Unincorporated Association
Trustee selection methods (e.g. appointed by, elected by)	Elected by the Branch Membership

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about:

Policies and procedures adopted for the induction and training of Trustees

The branch's organisational structure and any wider network with which the charity works.

Relationship with any related parties (including branch club).

Trustees' consideration of major risks and the system and procedures to manage them.

The Charity's Organisational Structure

The charity is a branch of the Royal Air Forces Association which is a Royal Charter body and registered as a charity in England and Wales under number 226686 and in Scotland under SC037673 ("the Association"). The Association has many branches all of which share the same charitable object as the Association and are subject to the same constitution.

Trustee Induction & Training *(Please insert any induction training or training courses completed by Trustees)*

All Trustees are reminded annually by the Branch Secretary of their responsibilities following the Annual General Meeting. All Trustees are aware of their responsibilities required by the RAF Association and Charity Commission Governance Rules.

Related Party Relationships *(e.g. Club if operated)*

Risk Management *(include details of any Risk Management documents held)*

Section C: Objectives and Activities

Summary of the objects of the branch set out in its governing document	<p>To promote, through the comradeship engendered by its members, the welfare by charitable means of all serving and former members of His Majesty's Air Forces, their spouses and dependents, together with the widows, widowers and dependents of those who died whilst serving or subsequently.</p>
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Section D: Achievements and performance in 2025

Summary of the main achievements of the branch during the year	<h3>Chair Report</h3>
	<p>We have held Monthly Committee Meetings to discuss issues that have arisen in the previous month. These are followed by a Branch members social evening which usually consists of a quiz and a raffle.</p> <p>The Branch sent a Delegate to the RAFA National Conference.</p> <p>The Branch Area Conference Delegate attended Area Conference via Teams Online Virtual Link.</p> <p>Branch Membership is recorded at 255 which is 4 less than the end of 2024.</p>
	<h3>Treasurer Report</h3>
	<p>The end of year Branch Accounts have been prepared in accordance with RAF Association and Charity Commission Rules & Regulations. The Accounts have been Independently checked (as in previous years) by the Treasurer of the Hartlepool Armed Forces Liaison Committee who has completed and signed the Independent Examiners Report advising that the accounts provide a true and accurate record of the Branch accounts.</p> <p>The Treasurer continues to give a monthly report to the Trustees and Branch Committee on income & expenditure. Cheques continue to be authorised for payment by requiring two Trustee signatures.</p> <p>Details of our annual income/expenditure and our Reserves are recorded below in the Report.</p>



Summary of the main achievements of the branch during the year (cont)

Branch Welfare Officer Report

During 2025 the Branch Welfare Officer and Assistant Welfare Officer continued to engage in regular telephone contacts and visits with members and welfare beneficiaries. A total of 141 visits were made to homes, Care Homes & hospitals and 291 telephone calls were made to check on the well-being of our vulnerable members and welfare beneficiaries.

Both our Welfare Officers act as RAFA North Area Welfare Caseworkers preparing applications for assistance for the members of the RAF Family who seek our help. A total of 16 welfare cases were dealt with within the Hartlepool, Tees Valley, Durham and North Yorkshire area.

Twelve financial grants totalling £574 were made from Branch Welfare Funds providing support for local welfare beneficiaries who needed assistance.

The Branch donated £1000 to Wings Appeal 2025 from Welfare Funds.

Fundraising Report *(please insert details of the Branch Fundraising activities i.e. Wings Appeal events)*

As a Branch we managed to organise seven Wings Appeal collections at local Supermarkets and Shopping Centre. Together with individual donations from members the Branch raised £5019 for RAF Association Wings Appeal 2025 funds. This represented a lot of hard work by the small number of members who were available to assist with the collections.

Unfortunately, we have an ageing membership and as such there are a lot of members who are unable to assist with the collections. Whilst we appreciate the constraints of the current Cost of Living hardship, we will endeavour to maintain and hopefully increase our Fundraising activities.

Membership Engagement Report *(please insert details of the Branch Membership Engagement (newsletters, social media etc.)*

We continue to produce a Quarterly newsletter distributed via email and the post to all our members for whom we have a current contact address.

The Branch also has a website for Branch members to keep them updated of our social activities and Branch meetings.

The Branch has a "Facebook" site that allows the Committee and members to post messages and information.

The Branch also operates a "What's App" group allowing members to receive and send messages of interest and Branch activities.

Summary of
the main
achievements
of the branch
during the year
(cont)

Wellbeing / Social Report *(please insert details of the Branch Wellbeing and Social events/activities)*

As part of our Social Inclusion Programme the Branch organises a monthly RAFA Breakfast Club held on the first Saturday of the month held at the local Brewers Fayre Restaurant. The Breakfast Club attracts very good numbers of Branch members and is occasionally attended by members of other Veterans organisations, particularly the local Royal British legion.

In addition, a quarterly "Four Seasons" meal is arranged at a local Italian Restaurant which is well supported and enjoyed by members and families.

An "Italian Job" themed Garden Party was held in August. Although not too many people were able to attend, a very convivial atmosphere was enjoyed by all.

A very well attended Christmas Lunch was arranged and enjoyed by members and family held again in the local Brewers Fayre Restaurant.

Commemoration Report *(please insert details of the Branch Commemoration events/activities (Remembrance, Standard Bearers Attendance at Funerals etc.)*

In May and August, the Branch was actively involved in and attended the 80th Anniversary of both VE & VJ Day celebrations at the town's Cenotaph.

Unfortunately, in June, due to high winds, the Hartlepool Armed Forces Day Parade had to be cancelled

The Branch was actively involved in the full programme of Remembrance Day Ceremonies, attending six parades and laying wreaths at all ceremonies.

The Branch attended and laid a wreath at the memorial ceremony at the former RAF Middleton St George on the anniversary of the sacrifice of the life of WW2 Canadian Air Force Pilot Officer Andrew Minarski VC.

Eight funerals were attended of Branch Members and other Ex-Services veterans who had "passed away".

In December the Branch Deputy Standard Bearer and Secretary attended the 111th Anniversary of the WW1 Bombardment of Hartlepool (by the German Navy) Ceremony

Community Engagement Report *(please insert details of the Branch Community Engagement activities (other groups you connect with, joint events such as Veterans Breakfasts)*

	<p>The Branch is a member of the Hartlepool Armed Forces Liaison Group, which is a committee of local Ex-Service Associations. The Committee meets monthly and is held in the local authority Council meeting room. Our Branch Secretary acts as the RAFA Representative on the Committee. The full range of Ex Service Veterans issues, parades and ceremonies are discussed.</p> <p>Branch members attend the weekly Hartlepool United Football Club Veterans Community HUB held in the Club's café. The HUB organises sporting activities and visits to places of interest i.e. Museums. Weekly sessions of Indoor Bowls and Badminton are organised and keenly supported by Branch members. The Branch donated £1000 to help fund the activities that proves very beneficial for the wellbeing of our members and family, helping to reduce social isolation.</p>
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Section E: Financial Review

Statement on Branch Expenditure *(How has branch expenditure supported the key objectives of the branch)*

The General Account funds were used mainly for funding the Branch Newsletter, Wreaths for Remembrance Ceremonies, National Conference Delegate Expenses and miscellaneous administrative expenses. In addition, in 2025 two grants of £1000 each was made to RAF Leeming for the refurbishment of their Welfare Contact Houses and a donation to the Hartlepool United FC Community Veterans Fund to support the sporting and social activities for RAF Veterans & families. Total Branch General Expenditure was £3076 an increase of £1885 on 2024.

Welfare Fund expenditure included 12 welfare grants totalling £574 to local welfare beneficiaries. Delivering welfare support by our Branch Welfare Officer & Assistant Welfare Officer incurred expenses of £377. Further expenses of £83 provided birthday/Christmas Cards, flowers and small gifts to our welfare beneficiaries. A donation from our welfare fund of £1000 was made to Wings Appeal 2025. The Branch Welfare Mobile Phone running cost was £90. In addition, grants totalling £205 supported the Branch Social Inclusion Programme. Total welfare expenditure was £2329 an increase of £950 on 2024 welfare expenditure.

Statement on Branch's Reserve Policy *(Branch Regulations stipulate that any Branch with total assets amounting to more than £5,000 should have a reserves policy and any Branch with assets over £10,000 should consider transferring excess funds across to the Branch Deposit Fund held at Association HQ. A template reserves policy can be found on the Branch Portal)*



See comments in Statement on Branch's Investment Policy

Statement on Branch's Investment Policy *(Please include a statement on Branch investments and holdings and how these are managed (if applicable))*

The Branch Trustees/Committee regularly reviews our finances and includes our deposits with CHQ. In Sep 2023 the Trustees decided to transfer £8000 from our CHQ Deposit Account and invest in the Rothchild New Court Fund. This has proved a successful investment for the Branch and to date the current balance of the fund stands at £9408 which represents an 17.6% return to date.

The Branch continues to hold funds in our CHQ Administered Deposit Account and will be called on if our local finances require support. Balance at end of year 2025 is £8482.

The Branch feels our Deposit & Investment Account will give us financial stability for the medium to long term (5 – 10 years) and enable us to sustain our expenditure on our core activities.

Section F: Declaration

We confirm that trustees have had regard to the guidance issued by the relevant Charity Regulator on public benefit.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the branch's trustees

Signature



Full Name

STEPHEN GEOFFREY DAVIS

Position (e.g. Chair,
Secretary)

CHAIR

Date

10TH FEBRUARY 2026